2 December 1966

MEMORANDUM FOR: Acting Deputy Director for Science and
Technology

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In a meeting last week with Briggs, ☐ and others, it appeared that management informa-tion needs were not well defined at all, so potential confusion and misunderstanding are inherent. Because these management information needs must ultimately be defined by the executives who need them, I have sketched out for your consideration what I believe are foreseeable needs in a number of fields which may be satisfied through operations on the contract information system data base. In reviewing these you may feel that other items would be useful, or that some of the items should be deleted. Specific guidance from you to the management information system people and OCS will not only preclude some potential problems but will also promote more efficient planning toward achieving adequate flexibility in programming.

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Routine Reports

1. Periodic complete data bases for each Project Officer.

2. Monthly due and delinquency reports to each Project Officer.

3. Monthly potential overrun/schedule of problems to Office Director and DD/S&T.

The information described hereafter may be desired for planning, contract monitoring, and for performance evaluation of Project Officers, Branches, Divisions, Offices (PO/B/D/O), etc. This type of information would generally be required irregularly, but provision should be provided to generate any of the material at any time.

Planning Information Summaries

1. By subcategories and elements in terms of dollar value.

2. Distribution of technical fields among the various planning categories and elements.

3. Summaries by element and subcategory indicating distribution by PO/B/D/O: number of companies, average contract size, number of contracts, and type of contract.

Technical Field Summaries

1. Number of contracts

2. Number of companies

3. Average dollar value of contracts

4. Distribution of technical fields among PO/B/D/O.

Type of Work Summaries

1. Contracts

2. Number of companies

3. Average dollar value.

4. Distribution by PO/B/D/O.

Overrun/Schedule Summaries

1. Percent of dollar value (time), actual value (time), and percent of contract distributions by PO/B/D/O.

2. Distribution by company, type of work, and technical field.

Performance Summaries

1. Distribution of Project Officers' ratings by Project Officers (these can be provided to the Offices to assist in guiding the Project Officer in evaluation).

2. Normalized contractor evaluations.

3. Distribution of all ratings by the Project Officers.

4. Distribution of contractors' performance.

5. Correlation of overrun/schedule data versus ratings.

Fiscal Summaries

1. Percent of dollar value of in-force contracts.

2. Percent and dollar value spent which is non-recoverable.

3. Costs savings.

4. Dollar value distribution of contracts.

5. Average value of contracts by PO/B/D/O.

6. Distribution of funds by type contract, technical field, and type work, planning category.

Administrative Summaries

1. Type of contract by PO/B/D/O.

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2. Planning category distribution.

3. Technical field distribution.

4. Type of work distribution.

5. Distribution of contractors among offices in terms of number of contracts and dollar value.

6. Time to place and time to negotiate summaries by type of contract.

7. Geographical distribution by State in both numbers of contracts and dollar values.

8. R&D catalog production.

Historical Summaries

Provision should be made to supply trends over several years to provide information such as the following:

1. Dollar trends by planning category, type of work, contractor, average contract value, number of contracts per Project Officer, number of companies.

2. Performance.